

Wisconsin ServicePoint Steering Committee

Meeting Minutes of August 25, 2005 (*Western Dairyland – Eau Claire*)

PRESENT:

Aubre Wellens (*Shalom Center*); **Adam Smith** (*Porchlight*); **Joana Hemschemeyer** (*Waukesha Housing Authority*); **Faith Holley-Beal** (*The Women's Center*); **Karen Smith** (*Western Dairyland*); **Jennifer Allen** (*Forward Services*); **Loren Hoffmann** and **Tanya Wagner** (*BOH*); **Patti Abbott** (*Hope House*); **Linda Shaw** and **Holly Nockels** (*Community Referral Agency*)

HMIS SECURITY STANDARDS

Loren Hoffmann attended training on implementing the Data Standards Security Protocol. He presented a Power Point Presentation about what he learned. Topics included were HUD HMIS strategy; consent-options for consideration; developing a privacy notice; data collection requirements; keeping data secure at the program level; system level security; and monitoring compliance with the final notice.

It was decided that a policy would be created that would allow for inferred consent for HMIS participation wherein all clients would receive oral explanation and a copy of the privacy notice. If the client says nothing about having his or her data closed - consent is inferred. However, every client would be screened to assess risk for data sharing and when risk is assessed to be high; the client is informed of options to participate and asked for written consent to share identifiers with other providers.

It was also determined that a Privacy Notice needed to be formalized that the Standard Operating Procedure needed to be revised and that participation documents needed to be rewritten. Approving these revised documents would be bulk of the subsequent Steering Committee Meeting.

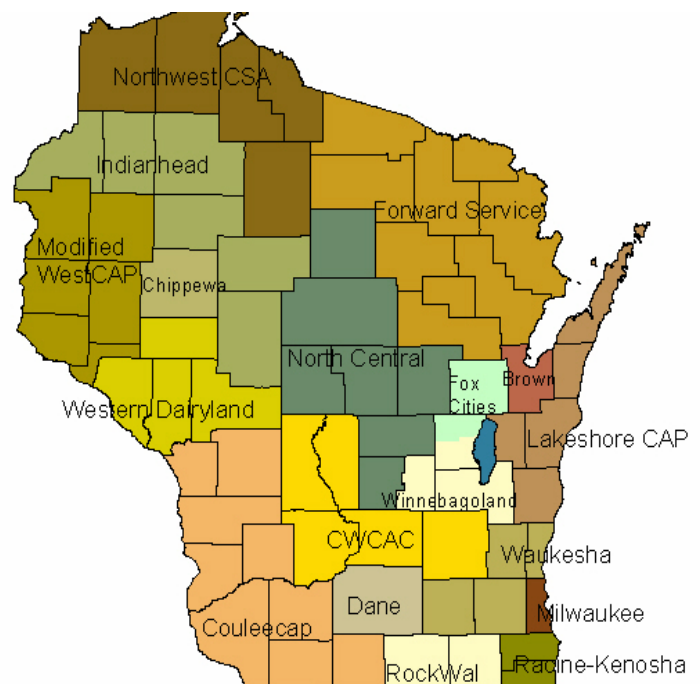
REGIONAL REPORTING AND SUPPORT AREAS

The state was divided into groups for future regional reporting and technical support. The 3 counties that are separate COC's were maintained, and the remaining 69 counties that are part of the Balance of State COC were divided into regions at the county level (with the exception of Winnebago which was split into north and south). Considerations for creating the regions include the following:

- ✓ Official Continua
- ✓ CAP Delineations
- ✓ Pre-existing local continua
- ✓ Strong support and good users
- ✓ Urban areas

The regions are as follows:

- ❖ **Dane Co. COC**
- ❖ **Milwaukee Co. COC**
- ❖ **Racine Co. COC**
- ❖ **RocWal:** Rock and Walworth Counties
- ❖ **Waukesha:** Jefferson, Ozaukee Washington and Waukesha Counties
- ❖ **Lakeshore CAP:** Calumet, Door, Kewaunee, Manitowoc and Sheboygan Counties
- ❖ **Winnebago land:** Fond du Lac, Green Lake, and southern Winnebago Counties
- ❖ **Brown County**
- ❖ **Forward Services:** Florence, Forest, Langlade, Marinette, Menominee, Oconto, Oneida, Shawno, and Vilas Counties
- ❖ **CWCAC:** Adams, Columbia, Dodge Juneau and Sauk Counties
- ❖ **Fox Cities:** Outagamie and northern Winnebago counties



- ❖ **North Central:** Lincoln, Marathon, Marquette, Portage, Waupaca, Waushara and Wood counties
- ❖ **Northwest CSA:** Ashland, Bayfield, Douglas, Iron and Price counties
- ❖ **Indianhead:** Burnett, Clark, Rusk, Sawyer, Taylor and Washburn counties
- ❖ **WestCAP (Modified):** Barron, Dunn, Pepin, Pierce, Polk and St Croix counties
- ❖ **Chippewa County:**
- ❖ **Western Dairyland:** Buffalo, Eau Claire, Jackson and Trempealeau counties
- ❖ **Coulecap:** Crawford, Grant, Green, Iowa, LaCrosse, LaFayette, Monroe, Richland and Vernon counties

REIMBURSEMENT FORMS

Time was spent discussing the process for getting reimbursed by the State for travel costs related to the Steering Committee Meetings.

DOMESTIC VIOLENCE CLIENT CONSENT FORMS

A client consent form from WCADV was shared. WCADV plans on introducing this form to domestic violence agencies that are WISP partners.

NEXT WISCONSIN SERVICEPOINT STEERING COMMITTEE MEETING

- ❖ **Host:** Hope House – Patti Abbott
- ❖ **Location:** Milwaukee
- ❖ **Date:** Thursday – November 10, 2005